



# TWO-YEAR REPORT FOR NON-PROFIT FOREIGN AND DOMESTIC CORPORATIONS

**DUE JANUARY 15th**

Filing Fee \$ \_\_\_\_\_  
 Penalty \_\_\_\_\_  
 Interest \_\_\_\_\_  
 Total \$ \_\_\_\_\_

**RETAIN A COPY FOR YOUR RECORDS**  
**SEE REVERSE SIDE FOR FILING FEES, PENALTIES, ETC.**  
**MAKE CHECK PAYABLE TO D.C. TREASURER**  
**MAIL REPORT TO : DEPT. OF CONSUMER AND REGULATORY AFFAIRS**  
**BUSINESS REGULATION ADMINISTRATION, CORPORATIONS DIVISION**  
**P.O. BOX 92300, WASHINGTON, D.C. 20090**

Indicate if corporation is  
☐ Domestic Non-Profit  
☐ Foreign Non-Profit

<p>1. Name of Corporation _____</p> <p>2. Organized under the laws of (insert District of Columbia, State or Country) _____</p> <p>3. If a foreign corporation, the address of its principal office in the state or Country where organized _____</p>	<p>4. Name of registered agent and address of registered office in the District of Columbia (Do not make change of agent or address on this form) _____</p> <p>5. Brief statement of business or affairs conducted in the District of Columbia _____</p> <p>6. If a domestic profit corporation, the address including street and number, of principal office in the District of Columbia _____</p>
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7. Name and address, including street and number of directors and officers	
NAME	ADDRESS
Director or Executive Director _____	
Director _____	
Director _____	
President _____	
Vice President _____	
Secretary _____	
Treasurer _____	

## FOREIGN NON-PROFIT CORPORATIONS ANSWER ARTICLES 8 THRU 10 (Do not apply to domestic corporations)

<p>8. Date organized _____</p> <p>9. Term of existence authorized  <input type="checkbox"/> perpetual      Limited to _____ years</p>	<p>10. Is corporation in good standing in State in which organized?  <input type="checkbox"/> Yes      <input type="checkbox"/> No</p>
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Date \_\_\_\_\_ By \_\_\_\_\_ (signature)

**CORPORATE SEAL**

Its ☐ Pres.      ☐ Vice Pres.      ☐ Sec'y  
☐ Asst. Sec'y      ☐ Treas.      ☐ Asst. Treas.  
 (non-profit corporation only)

A fee of \$50.00 will be charged for dishonored checks

**FILED**  
 By \_\_\_\_\_

ATTACH PAYMENT HERE

# **TWO YEAR REPORT FOR NON-PROFIT FOREIGN AND DOMESTIC CORPORATIONS**

## **INSTRUCTIONS**

### **FILING FEES:**

- 1. Each DOMESTIC NON-PROFIT CORPORATION pays a filing fee of \$75.00.**
- 2. Each FOREIGN NON-PROFIT CORPORATION pays a filing fee of \$75.00.**

### **PENALTIES:**

- 1. Domestic and Foreign NON-PROFIT corporations pay a penalty of \$40.00 if not filed by January 15.**

### **ADDITIONAL INSTRUCTIONS FOR COMPLETING FORM:**

- 1. Non-profit corporations must set forth the names and addresses of at least three directors and corporate officers in article 7 of the annual report.**
- 2. In case of a change or resignation of registered agent, or change of address of registered office, a statement of change form must be filed with the report. Forms are available from the Corporations Division.**
- 3. All outstanding fees and reports must be received and filed before any subsequent filings will be accepted by this office.**
- 4. Only one copy of the two year report is required.**
- 5. Failure to receive a report form does not relieve a corporation of the responsibility to file and pay on time.**